

## Tuition Assistance

Policy Number: HR.10-01

Sub-Topic: Training, Learning & Development

Topic: Employee Attraction and Retention

Applies to: All Regular Full-Time & Regular Part-Time Employees

### Policy Statement and Strategic Plan Linkages

The Town of Newmarket is committed to supporting a continuous learning environment for employees and the goals of its Talent Management Strategy to meet current and future operational needs. This policy supports the Town's mission of making Newmarket even better.

### Purpose

The purpose of this policy is to support employee training, learning and development needs by providing a framework for financial assistance towards tuition costs for employees either requiring or wishing to further their education in an approved course of study through a recognized institution.

### Definitions

Approved Courses: courses deemed valuable and beneficial to the employee and the employer that:

- fulfills the employee's current job responsibilities;
- enhances the employee's current job performance;
- assists the employee in achieving another position with the employer;
- supports the employee's development for future job opportunities in a role that currently exists within the organization which may not be directly related to a specific job, but can be shown to be part of a career-related degree program;
- supports the development of and prepares the employee for future job opportunities in new or emerging areas of study that will be applicable to the Town; or
- supports continuous learning, benefiting the organization.

Tuition Allocation: the total annual amount of Council approved funding under the Training, Learning and Development budget.

Recognized Institution: a professional school, academy, college, university, or other institution of learning acknowledged by the Town for the purposes of educating

employees in an area of municipal business operations servicing the Newmarket community.

Successful Completion: completion of the course to the standards as determined by the educational institution, i.e. a minimum grade or % required for a course to be successfully completed or the employee to receive a passing grade and shown on the final transcript, report or certificate.

## **Provisions**

### **Criteria/Eligibility for Tuition Assistance:**

Tuition assistance is available to all regular full-time and regular part-time employees, subject to the approval of their department head, i.e. Director or Manager, as appropriate, or where the Director has delegated the authority for employee development in that department to the Manager with respect to the applicability of the course of study.

Eligible employees may participate in the Tuition Assistance Program on a part-time basis on their own time or on a full-time basis subject to the approval of an unpaid leave of absence and recognized as valuable to the Town of Newmarket as the employer.

- Regular full-time and regular part-time employees must have at minimum, six (6) months of active service and successful completion of their probationary period with the employer to qualify.
- The approved course of study must be deemed beneficial to the employee and the Town.
- Employees on a personal leave of absence, excluding a sick leave, may be eligible for tuition assistance and must obtain the approval of their Director or Manager as appropriate.

## **Tuition Reimbursement:**

The employer will reimburse the eligible costs up to \$1200.00 per year, per employee if;

- Approved by the employee's Director or Manager as appropriate,
- Approved by Human Resources based on available funds in the tuition allocation.

In addition, an employee's approved tuition reimbursement cannot be carried over from year to year.

Tuition costs may be reimbursed in two ways:

- 1) Refund Payment Option where the employee pays for tuition costs upfront and is refunded/reimbursed upon successful course completion.
- 2) Payroll Deduction Option where the employer will pre-pay the cost of tuition and recover the pre-paid costs through the payroll deduction process concurrent with the duration of the course upon successful completion, the costs are then reimbursed to the employee.

Should an employee terminate employment prior to or within one year of course completion, the employee will be required to reimburse the employer fully for the cost incurred relative to the course and other costs as outlined in this policy.

In the case of pre-paid tuition where the employee terminates employment prior to completion of the course, the employee will be required to reimburse the employer for costs incurred and not yet recovered through payroll deduction.

Details of the approval and refund process are outlined in Tuition Assistance Procedure #HR.10-01-001.

## **Notes**

- 1) This policy does not apply to nor include reimbursement for conferences and seminars.
- 2) This policy does not refund for ancillary expenses, such as but not limited to internet usage, parking, graduation fees, medical certificates, money order charges, lodging, mileage, or meals.

## **Cross-References**

Corporate Procedure:

Tuition Assistance Procedure HR.10-01-001

Corporate Policy:

Personal Leave of Absence HR.11-01

Other:

Tuition Assistance FAQ  
Tuition Assistance Application Form

## **Contact**

Human Resources Department at ext. 2050 or at [hr@newmarket.ca](mailto:hr@newmarket.ca)

## **Policy Approval Details**

Approved by: Chief Administrative Officer

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